

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 4, 2008

PERSONNEL LETTER #08-002
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **NOTICE OF PERSONNEL ACTION (NOPA)**

This letter announces changes to the Notice of Personnel Action (NOPA). Specifically, the type of paper used and the number of copies produced will be changing as follows.

Beginning the week of April 7, 2008, the NOPA will be produced using high speed laser printers. The printers cannot accommodate the 3 part carbonless paper currently in use. Because of this limitation, a 1 part (single page) paper will be used. The new paper will be the same size (8 ½" x 11") as the current paper and the NOPA format and font size will remain the same. In addition, a review of the needs for 3 copies of the NOPA was conducted. The review identified that 2 copies of the NOPA are sufficient to meet departments' business needs. To produce 2 copies, each NOPA page will be printed twice (i.e., page 1, page 1) followed by any additional pages (i.e., page 2, page 2). The print image will be clearer and more legible since the multi-part paper will no longer be used.

Departments will begin receiving the new version of the NOPA after April 7, 2008. Personnel Action Manual (PAM) revisions are forthcoming.

Please contact Tracy Williams at (916) 322-9269 or by email at twilliams@sco.ca.gov if there are any questions regarding the above information.

DS: TW: PMAB